

**GENERAL BOARD MEETING MINUTES-FINAL**  
**OCTOBER, 13<sup>TH</sup> 2015**

- I. Welcome, President, Rebecca Lieber
  - Meeting called to order at 9:21am-14 PTA members and 3 staff members
  - Rebecca asked if there were any changes to the agenda, no changes were made
- II. Approval of September 2015 General Board Meeting Minutes-The September General Board meeting minutes were motioned for approval, seconded and unanimously approved.
- III. Faculty Report, Allison Hahn-Kindergarten teacher (See Attached Exhibit 1)
  - Allison Hahn presented a Thank You card from all of the teachers thanking the PTA for the Book Fair stipends and all the great books the families donated to the classrooms. The card was distributed around the cafeteria.
- IV. Book Fair Report, Kristen Bowie
  - This year's Book Fair sold \$19,500 in books. 900 books were distributed to the library and classrooms . Carmen Buckner received 45 new books and 910 used books from the McKenzie community.
- V. Principal Report, Dr. Denise Welter
  - All Fall benchmark assessments have been completed. In the process of doing the four safety drills. Bus evacuation and fire drills have been completed, lock down and severe weather drill will be completed in the near future. Planning to conduct a complete school evacuation drill to the Wilmette Public Library.
  - Parent Teacher conference sign up will begin Tuesday, Oct. 20<sup>th</sup>. Kindergartners will be given an extra day since those teachers have double the students. Conferences must take place during this time so please try to honor those conference days. The students are off of school on Thursday, November 12<sup>th</sup> and Friday, November 13<sup>th</sup>.
  - Picture Make Ups will take place Thursday, Oct. 22<sup>nd</sup> (since changed to Tuesday, Oct. 20<sup>th</sup>).
  - Early Release day on October 30<sup>th</sup>. The Halloween parade will take place at 9:30am. The classrooms will all celebrate Halloween in different ways. Morning K will dismiss at 10:20 and Afternoon K will not have class (but are welcome to join their Kindergarten peers for the parade). A reminder to keep the costumes simple for the parade, masks and lots of facepaint are discouraged. Parents are welcome to cheer the school as they parade around the outside of the building. Dr. Welter asked if somebody could get the word out on simple costumes via the McKenzie Parent Facebook page.
  - Curriculum Update- This is the last year of the Reading and Language Arts curriculum. At the end of the year, will have new proposal for materials and training will take place for the teachers to use the materials. Fresh curriculum is cycled every few years; Science was revamped, then Social Studies, Math changes took place this year, and now finally Language Arts.
  - If your child's plan has changed for the end of the day, please let your child's teacher AND the office know. The teacher does not always check their email or messages.
  - If you have a child in the reading support services program, please RSVP soon. An informational meeting will take place on Thursday, October 15<sup>th</sup> at 2pm.

VI. Executive Board Member Reports and Updates

- President, Rebecca Lieber
  - Open Positions and Volunteer Orientation Follow Up
    - Still have Junior Great Books and Civics and Safety chair positions available
    - Volunteer Orientation was nicely attended with 20 attendees
- Treasurer, Sarah Fox
  - September Financial Reports (See attached Exhibit 2)
    - Book Fair sales from the last day of September are included
    - Fall Frenzy sales
    - iGNITE update-a few more donations have come in. Near 28% participation
    - 308 PTA members (18 teachers)
    - Disbursements-paid some disbursements for iGNITE, some staff reimbursements, and partial expenses for ice cream social
  - **VOTE:** Revised Budget-Changed the fundraising model and need the General Board's approval to include the iGNITE campaign. Motion was made to approve the Budget, and the motion was seconded and approved unanimously.
- Communications VP, Kim Peters
  - Thank you to Janet Langdon for formatting Cheetah Chat. Cheetah Chat will go out today, Tuesday. Will list the programs that are funded by iGNITE so community is informed.
  - Yearbook-purchase yearbook before November 1<sup>st</sup> for Early Bird pricing
- Fundraising VP, Kristen Bowie
  - Focusing on iGNITE. Trying to be available as much as we can, to talk about iGNITE. Encourage friends to ask about it. The more information we can get out the better.
  - Fall Frenzy is still looking for volunteers. Will also have a computer and table set up at the event so families can make donations and ask questions about iGNITE.
  - 3<sup>rd</sup> grade party will take place Wednesday night and iGNITE representatives will be there.
  - Spirit Wear-Will sell the last select pieces of spirit wear at Fall Frenzy
- Room Parents VP, Amanda Doblin
  - Room Parent emails were sent out regarding latest PTA initiatives
  - Staff appreciation meeting for volunteers will take place on Monday, October 19<sup>th</sup>
- Secretary, Chris Peterson
  - Will begin taking names to be elected for the Nominating Committee the first week of November.
  - The election will be online
  - The Nominating Committee will select next year's Executive Board Elect slate

VII. Committee Chair Reports

- FAN- Anne-Marie Slaughter spoke last night. All books from former FAN speakers can be checked out at the McKenzie library. Can go on to the Library website and check out through "Alexandria" and the books will be sent home in your child's backpack. Andrew Solomon is coming back in October. FAN is taking videos of their speakers

that can be accessed via the FAN website for those unable to make the event. FAN events have also been added to the PTA calendar.

- Ice Cream Social Recap-465 scoops of ice cream were served
- Fall Frenzy-Dire need of volunteers. Using all methods of communication to recruit them. Especially need help with pizza and arts and crafts. Pre order pizza and ticket sales are in line with years past. Pre orders will close today. Have struggled with finding vendors to donate their goods. In the past, pumpkins and cupcakes for decorating were donated. It was emphasized how our proud alumni should be tapped into to volunteer. Can be used to fulfill any service hour requirements. Fall Frenzy is also a great opportunity for Dads. The students really look forward to the event and would be devastated if Fall Frenzy did not happen.
- PASS 39- Basketball Skills class for kids with special needs will begin on Tuesdays after school. Email Jane Westendorf for more info.
- Sharing Committee-Share the Warmth drive starts next week, a little earlier than last year in order to get the warm items sooner. Looking for outerwear only in sizes 4T-16. Sign up for a few spots to collect the items during the week. New and gently used items are welcome. Classrooms will have a goal and teachers will use last years peg board with hearts to measure their success. Set up will take place on Friday morning. Yard signs will be posted outside to remind everyone and Fall Frenzy traffic will be exposed to the signage.

VIII. New Business/Next Steps/Other- None

IX. Adjournment-Meeting was adjourned at 10:25am

## PTA Updates- October

### K

Planting seeds in classroom

Have presentation from J. Zielke this week—hoping to use the Garden. Thanks to the PTA Ignite program.

Star of the week has begun

Looking forward to Halloween

THANK YOU to PTA for Book Fair

### 1

The First Graders have been enjoying spending time in the beautiful McKenzie Garden in it's fall glory! They have been learning so much with the hands-on experiences provided by Julie Zielke, funded by the PTA Ignite program!

We are looking forward to a visit from a community leader: Nicole Basil, founder of Pedal Power. She has such an inspiring message to share!

We so enjoyed the Book Fair this month!! The new titles are wonderful additions to our classroom library. Thank you for your generosity!!

### 2<sup>nd</sup> Grade

Grade 2 field trip to The grove

Music performance in December

Adding and subtracting with and without regrouping

Kindness program with Mrs Ibrahim

### 3<sup>rd</sup> Grade

In science students continue to study plants and enjoy watching their Wisconsin Fast Plant grow. Thank you to the PTA for students' recent field trip to the Botanic Gardens.

During their visit, students did hands-on activities to learn about the parts of a flower. As the study of plants continues, students will study prairie flowers and how they adapt to their environment. This will include field trip to Heller Nature Center in which students will experience the prairie's biodiversity while doing hands-on activities. This week students began math in grade-level flexibly grouped classes. They are working adding and subtracting multi-digit numbers. Students continue to develop reading strategies and skills by reading content related material. In writing, some classes wrote cinquain poems about fall and some are working on persuasive writing.

Third grade teachers would like to thank the PTA for the Book Fair and the generous stipends we got to spend. Shopping for books has never been more fun!

#### 4<sup>th</sup> Grade

We are going to the Wilmette Water Filtration plant for a half day field trip, thanks to the PTA. (The dates are October 20, 21, 22. Check with your classroom teacher for which day your child is going.) This trip is a great connection to our study of the water cycle for science class and how we get our clean water in real life.

Our math groups are learning more about multiplication and division. We are stressing the importance of the language of math. There are many vocabulary words in the unit...factors, multiples, etc. Knowing the words will also help when following directions and writing labels for word problems.

We are also teaching the fourth graders about monitoring their own growth. As they learn how we can "grow our brains", they may be able to make more connections on their own. We also talk about this concept when we practice different scenarios

for the Second Step program. If we can be pro-active, then we can be prepared for real life events. Nadine Ibrahim, our school social worker will build on these concepts as she leads the coping skills classes this month.

Last, but not least, each homeroom has their own set of plans for Halloween. Look for more information to come before the end of the month!

**Monthly Financial Report**  
**McKenzie PTA, Wilmette, IL**  
**9.1.15 to 9.30.15**

<b>McKenzie PTA Account</b>
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<b>Beginning Book Balance 9.1.15</b>	<b>\$ 124,456.18</b>
Voided Check from previous period	818.71
<b>Adjusted Beginning Book Balance 9.1.15</b>	<b>\$ 125,274.89</b>

**Receipts**

Birthday Books	560.00
Book Fair	1,015.25
Directory	120.00
Escrips	0.89
Fall Frenzy	110.00
GL Scrip - Charging for Cheetahs	229.35
Ice Cream Social	2,336.00
iGNITE campaign	15,236.00
Interest	10.89
Membership	1,000.75
Online Bank Fee Reimbursement	10.00
School Play	7,560.00
Spiritwear	256.00
<b>TOTAL</b>	<b>28,445.13</b>

**Disbursements**

1st Day Coffee	(412.66)
Back to School Teacher Luncheon	(599.28)
Book Fair	(540.21)
Enrichment Grade Expenses	(1,771.00)
Getting to Know McKenzie Guide	(214.40)
GL Scrip - Charging for Cheetahs	(55.00)
Ice Cream Social	(2,175.00)
IL PTA Dues	(1,275.00)
Insurance	(725.00)
Office Supplies - Executive Board	(238.77)
Online Bank Fee	(5.00)
Paypal Fees	(372.51)
School Play	(3,500.00)
Spiritwear	(1,500.10)
Staff Reimbursement	(1,271.11)
Teacher Appreciation Activites	(111.67)
Yearbook (Prior Year)	(818.71)
<b>TOTAL</b>	<b>(15,585.42)</b>

<b>Ending Book Balance 9.30.15</b>	<b>\$ 138,134.60</b>
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Ending Bank Balance 9.30.15	<b>\$ 147,871.00</b>
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**Sarah Fox, Treasurer**

Submitted for Audit Committee:	<b>10.5.15</b>
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